


‘A’ ITEM

	REPORT TO CABINET TO BE HELD ON 16 JANUARY 2018
	Key Decision NO Forward Plan Ref No N/A
Corporate Aims ALL	Cabinet Portfolio Holder CIlr S Turner

REPORT OF: DIRECTOR (LD) – Report Reference 18/9

WARDS AFFECTED: ALL

SUBJECT: SCHEDULE OF MEETINGS 2018/19

RECOMMENDATION (S):

Cabinet recommends to full Council:

- (i) To adopt the Schedule of Meetings for 2018/19 as set out in Appendix A to the report.

REASON FOR RECOMMENDATION (S):

Approval of the Schedule of Meetings will ensure that Council business is conducted efficiently.

HIGHLIGHTED RISKS:

Non adoption of the recommendations will reduce the efficiency of the administration of the meetings.

1. INTRODUCTION

- 1.1 The Schedule of Meetings is produced annually. Consultation is carried out with officers and the County Council and North York Moors National Park Authority in order to achieve a schedule of meetings that will best fit with all stakeholders. The dates for school holidays have also been taken into account where possible when scheduling meetings. The 2018/19 Schedule of Meetings is illustrated in Appendix A to this report.

2. CORPORATE AIMS

- 2.1 Adoption of a planned schedule of meetings ensures that Council business can be carried out efficiently to meet all of the corporate aims and priorities.

3. CONSULTATION

- 3.1 Consultation has been carried out as detailed in section 1.1.

4. ASSESSMENT

- 4.1 The 2018/19 schedule of meetings has been produced to ensure effective administration of all meetings, and for the most part, it follows the same pattern as the previous year.
- 4.2 Predominantly Cabinet meets on a four-week cycle. There are some occasions when this is stretched to five weeks, and this is due to measures such as accommodating the August recess and the Christmas period, and ensuring a manageable reporting cycle in relation to full Council.
- 4.3 The Overview and Scrutiny Board, formed in 2016/17, now has an established work pattern including provisions for urgent call-in. The Board is timed to enable effective reporting of its business to Cabinet. Due to the fact that Cabinet meets more frequently than the Board, it is inevitable that the Board will sometimes be meeting very soon after Cabinet. Please note that on these occasions, the Board is meant to feed into the next Cabinet a couple of weeks hence. On 6 March 2019, the Board will be meeting only three clear days before Cabinet. This was felt to be unmoveable due to clashes with full North Yorkshire County Council meetings in the two weeks beforehand, and a Yorkshire Coast and Moors County Area Committee during the week afterwards. In this instance, any Board reports that Cabinet will be required to consider will be published as late reports on the Cabinet agenda.
- 4.4 Due to the Borough Council election on 2 May 2019, and the need for a new Leader to be elected, there are additional Council meetings in May 2019.

5. IMPLICATIONS

Policy

- 5.1 The schedule of meetings is subject to approval by full Council.

Financial

- 5.2 None.

Legal

5.3 None.

Equalities and Diversity

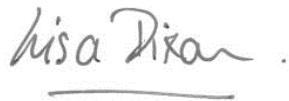
5.4 None

Communications

5.5 The proposed schedule of meetings is published on the Council's website through this meeting, full Council on 2 March 2018, and the Annual Council Meeting on 17 May 2018.

6. ACTION PLAN

6.1 The Cabinet's recommendations will be submitted to the Council meeting on 2 March 2018.



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Director

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Background Papers: None

IF YOU HAVE ANY QUERIES ABOUT THIS REPORT, PLEASE CONTACT
HEATHER DONALDSON (DETAILS ABOVE).

Risk Matrix

Risk Ref	Date	Risk	Consequences	Mitigation	Current Risk Score	Target Score	Service Unit Manager/ Responsible Officer	Action Plan
1	Jan 2018	That an insufficient number of meetings is scheduled for a particular committee	A committee would be unable to complete its business for the year	If this became apparent, then additional meetings could be arranged as necessary.	B2	B2	D Kitson	As in report

Glossary of Terms

Risk	An event which may prevent the Council achieving its objectives
Consequences	The outcome if the risk materialised
Mitigation	The processes and procedures that are in place to reduce the risk
Current Risk Score	The likelihood and impact score with the current mitigation measures in place
Corporate Objectives	An assessment of the Corporate Objectives that are affected by the risk identified.
Target Risk Score	The likelihood and impact score that the Council is aiming to achieve
Service Unit Manager	The Service Unit or Officer responsible for managing the risk
Action Plan	The proposed actions to be implemented in order to reduce the risk to the target score

Risk Scoring

Impact	5					
	4					
	3					
	2					
	1					
		A	B	C	D	E
	Likelihood					

Likelihood:

A = Very Low
 B = Not Likely
 C = Likely
 D = Very Likely
 E = Almost Certain

Impact

1 = Low
 2 = Minor
 3 = Medium
 4 = Major
 5 = Disaster